HOFSTRA UNIVERSITY - CHECK REQUISITION/ACCOUNTS PAYABLE

Document #	Requested By	Date	Vendor / SS #	Approved By	**ALL BOXES MUST BE FILLED IN**
				A)	Date Required
				B)	

Payable To:

Address:

Explanation for Request:

Check One:

OFF CAMPUS

ON CAMPUS

Phone #: - -

Is Payee an: Employee ❑

Student ❑

Other ❑

NO REQUEST FOR REIMBURSEMENT WILL BE HONORED UNLESS SUPPORTING DOCUMENTATION IS PROVIDED

Fund	Organization	Account	Prog	BC	Actv	Description	Amount
						TOTALS	

13243:8/08